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Report for Week Ending 19 December 1956  
from  
FORMS MANAGEMENT BRANCH

COMPLETED ACTION

1. Statistical Summary

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>	<u>NO. OF COPIES</u>
New	4	1	5	-	10	49,330
Revision	5		2	2	9	76,000
Reprint	4		5	1	10	177,724
Total	<u>13</u>	<u>1</u>	<u>12</u>	<u>3</u>	<u>29</u>	<u>303,054</u>

25X1A9a

Redesignated -1

2. <sup>618</sup>Revises Consolidates and Standardizes Form for Management Staff-  
"Project Assignment Control" Form No. 803 [REDACTED] When this form was  
revised a consolidation with the "Completion Report" Form No. 30-28 was  
also effected. The newly standardized form is proposed for use by the  
Management Staff to both control and report completion of project  
assignments. Approved by Management Staff and is at plant being printed.

PENDING ACTION

1.

Statistical Summary

<u>TYPE-</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
New	2	1	8		11
Revision		1	7	2	10
Reprint	<u>1</u>				<u>1</u>
Total	<u>3</u>	<u>2</u>	<u>15</u>	<u>2</u>	<u>22</u>

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2. <sup>4</sup>Developes Two Forms for the Psychiatric Evaluation of Employees  
by the Medical Division [REDACTED] - One of these forms, "Sentence Completions",  
Form No. 1055a, has been presented to this Branch as a 7 page job and involves  
the completion of 150 sentences. The other form "Job Satisfaction Inventory",  
Form No. 1055b, is 7 pages and involves 99 questions. This form is being  
greatly simplified and will permit all questions to be accurately answered  
by means of a check box arrangement throughout the form. An effort is being  
made to reduce the number of pages on each of these forms. 25X1A9a

3. <sup>4</sup>Developes Revision of "Compensation and Claims Record"- [REDACTED]  
The recommended revamping of this form from a cut sheet to a carbon  
interleaved snap-out set will permit the Benefits and Casualty Division of  
the Personnel Office to progressively process each phase of their claims  
cases through the Machine Records Division. It will also be possible for  
both offices to simultaneously have identical current records on claims  
cases handled by the Benefits and Casualty Division.

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